

Meeting Location: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

Date: Monday, February , 2020

Board Members Present:

Frank Buckingham – President

Doris Elling

Darren Tracy – Vice President

Cheryl Brinkmann

Michelle Scott – Secretary

Chris Cox

Don Perez (city liaison)

Absent: Tara Woods, Whitney Kampwerth

Also Present: Keith Housewright (library director)

- I. Call to Order, Roll Call, and Introduction of Guests
 - a. The meeting was called to order at 7pm
- II. Pledge of Allegiance
- III. Meeting Minutes – January 6, 2020
 - a. **Doris made a motion to approve the meeting minutes**
 - i. **Darren seconded the motion**
 - ii. **All were in favor and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills
 - b. Income/ Expenditures Report - December
 - i. **67%** of the fiscal year has elapsed
 1. We have spent **65%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - d. **Chris made a motion to approve the library bills as presented and to approve the treasurer’s report as submitted.**
 - i. **Don seconded the motion**
 - ii. **All were in favor and the motion passed**
- V. Library Director’s Report
 - a. Utility Report
 - b. Library Statistics
 - c. Report on January Events
 - i. Library Crawl – well attended and several board members participated by visiting other libraries
 - d. Grandma Mimi Reading Challenge
 - i. An informative sheet was sent home with primary and middle school students in Carlyle

- ii. Keith may be able to include an informative note or insert with the City bills that already go to all community members
 - e. Annual Eagle Day, Sat. Feb. 8, 9:30 and 11a shows
 - f. YS Report
 - i. Chelsey focused on fewer events this month in an attempt to work on quality over quantity, but will likely be returning to a fuller schedule to allow for more patrons to attend events as their schedules allow
 - ii. Launching 2 programs in February for promoting literacy and the library in the community
 - 1. Grandma Mimi's Must Reads
 - a. To encourage reading in children up to 4th grade
 - 2. 1000 Books Before Kindergarten
 - 3. Note – the VonHamme donation will allow us to significantly freshen/turn over older children's books in our collection
 - g. February Library Schedule (handout provided at meeting)
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – no comment
 - b. Friends of CHPL
 - i. Next meeting is Saturday, February 8 at 10am
 - ii. The Spring book sale will take place during the city-wide garage sale weekend; May 1, 2.
 - 1. Proceeds from book sales and other events allow the Friends to continue to support events at the library such as the 1000 Books Project
 - iii. The Fall book Sale will take place during the city-wide garage sale weekend; September 18, 19
 - iv. There was discussion about showing appreciation to the Friends of the Library
- VII. Public Comment - none
- VIII. Old Business
 - i. 1000 Books Before Kindergarten
- IX. New Business
 - a. Schedule Library Budget Meeting
 - i. The Budget Committee needs members (and a treasurer)
 - 1. Potential members: Board President, City Liaison, Treasurer (or Whitney?)
 - 2. Goal – have budget finished by the end of March
- X. Personnel Committee
 - a. Closed Session – not required.
- XI. Trustee Education (Trustee Facts File)
 - a. Trustee Review of Trustee Facts File Chapters 11-14 (Fundraising, Advocacy, Public Relations and Trustee Continuing Education
 - i. *Please read prior to the next meeting, there will be opportunity to have a discussion/ offer ideas and comments*
- XII. Adjournment
 - a. **Darren made a motion to adjourn at 8:05p**

- i. **Michelle seconded the motion**
 - ii. **All were in favor and the motion passed**
- b. Next meeting **Monday, March 2, 2020** at 7pm

Respectfully,

Michelle Scott, Secretary